

# CITY OF DONALD

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## City Council Regular Meeting Action Agenda Summary Tuesday, March 8, 2022 at 6:45pm Council & Staff at City Hall: 10710 Main St. NE

**OPEN MEETING:** Mayor Olmsted opened the Regular meeting of the Donald City Council on Tuesday March 8, 2022 at 6:46 pm.

### **PLEDGE OF ALLEGIANCE**

### **ROLL CALL:**

*Council Present In-Person:* Mayor Rick Olmsted, Councilors: Mark Buzzard, Gerry Waller and Amy Nicholls.

*Council Absent:* Council President Katie Gonzalez (excused)

*Staff Present:* Public Works Director Alonso Limones and City Manager Eric Underwood.

Mayor Olmsted asked that the Council and audience members take a moment to reflect on what is happening in Ukraine.

### **PRESENTATIONS:** None

**ADD/DELETE AGENDA ITEMS:** Revision to Budget Committee Appointment memo: stricken the term "Planning Commission;" Revision to City Manager Report to change "south" to "east."

### **COMMUNITY MEMBER'S FEEDBACK:** None

### **PUBLIC HEARINGS:** None

### **POLICE REPORT AND STATS:**

The Mayor called attention to the various elements of the Police Report. The Log on page 12 Item #2303 was questioned as to what drew the deputy out of town. Manager Underwood is looking into this matter and will report back to the Council. Also questioned was a traffic stop on I-5 during the Donald shift.

It was suggested to move the Police Report and Statistics onto the Consent Agenda in the future.

- ✓ Councilor Waller motioned and Councilor Buzzard seconded to post the Marion County Police Statistics for February 2022 to the City's website. No discussion: Vote: 4-0-0; motion carried.

### **CONSENT AGENDA**

- I. **Action Agenda Summaries: February 8, 2022 Executive Session, February 8, 2022 Regular Meeting; Work Session February 8, 2022 and Special Session February 15, 2022.**

For future Action Agenda Summaries, indicate the “no” vote for voting business items.

**II. Post on Website Aurora Fire District Logs: February 2022**

The Mayor made the Council aware that he was elected as a Director to the Aurora Fire District with time of services expiring in December 2023.

**III. Check Register & Cash Sheet: February 2022**

Councilor Waller posed a question about the NSF Check on the February Cash Sheet. It was explained that it was a fee for a bad check.

- ✓ Councilor Waller motioned and Councilor Buzzard seconded to approve the Consent Agenda Items as presented. No discussion. Vote: 4-0-0; motion carried.

**OLD BUSINESS:** None

**NEW BUSINESS**

**I. Vote: Confirmation of Planning Commission’s Recommendation to fill Planning Commission Seats.**

Manager Underwood summarized his memo for Council and indicated that the Planning Commission held a meeting on January 27<sup>th</sup> resulting in their recommendations to Council of Cammi Hungate and Lauren Gonzalez-Alfaro for appointment to the vacant Planning Commission Seats. Both applicants were present at the meeting.

Councilor Waller highlighted the experience of the applicants. The Mayor conveyed appreciation of the candidates’ willingness to volunteer.

- ✓ Councilor Waller motioned and Councilor Buzzard seconded to accept the appointment of Lauren Gonzalez-Alfaro and Cammie Hungate to the Planning Commission. Discussion consisted of clarification of the terms and the candidates were asked which terms they preferred. Both candidates elected to serve until December 2024. The motion was amended by Councilor Waller and seconded by Councilor Buzzard to incorporate the terms of service expiring December 2024. Vote: 4-0-0; motion carried.

**II. Vote: Budget Committee Applications**

Manager Underwood summarized his memo for Council and announced Cindy Johnson and Jennifer Strathdee as the two applicants before Council for appointment consideration.

There was discussion about the terms of the positions and the candidates agreed to serve the available three-year terms expiring in December 2025.

- ✓ Councilor Waller motioned and Councilor Buzzard seconded to accept the appointments of Cindy Johnson and Jennifer Strathdee to the Budget Committee for three-year terms expiring December 2025. No discussion. Vote: 4-0-0; motion carried.

**III. Vote: New Business License Application: Marion Polk Food Share**

Manager Underwood summarized his memo for Council and recommended that the Business License Application for Marion Polk Food Share be approved and the fee be waived. It was also recommended that the deposit fee for reserving the Donald Community Center be waived for this organization as well.

The Mayor asked about the portion of the Business License fee that was allocated to the contracted City Planner for review of the application in question. The Mayor also asked if the City had asked the Food

Pantry volunteers if a Spanish speaker would be beneficial. There was discussion about how the pantry will be promoted, the need for volunteers and logistics for the event.

- ✓ Councilor Waller motioned and Councilor Buzzard seconded to approve the business license for the Marion Polk Food Share Program and also waive the business license fee along with Community Center Deposit Fees (in perpetuity). No discussion. Vote: 4-0-0; motion carried.

#### **IV. Vote: New Business License Applications: City Planner Recommendations**

The Mayor referred to the City Planner's memo regarding four new business license applications.

Councilor Waller asked why an HOA needed a business license. It was not clear as to why this was required.

- ✓ Councilor Waller motioned and Councilor Buzzard seconded to approve the four new business licenses at GK Machine as recommended by the City Planner. No discussion. Vote: 4-0-0; motion carried.

#### **V. Vote: Unpaid Business License Renewal Fee: 21100 Butteville Rd: Boone, Inc.**

Manager Underwood summarized his memo for Council and recommended that the business license for 21100 Butteville Road be revoked.

The question was asked if business was still being conducted at the location. Other discussion included the location and ownership of the business.

- ✓ Councilor Waller motioned and Councilor Buzzard seconded to suspend or revoke the business license for 21100 Butteville Road: Boone, Inc. due to Municipal Code violation and non-payment of business license fee. No discussion. Vote: 4-0-0, motion carried.

#### **VI. Vote: Resolution 548-22 Rescind Mayor's Emergency Declaration for COVID-19**

Manager Underwood summarized the memo and the Resolution that was included in the Councilors' packets for review. Manager Underwood also mentioned that this issue was addressed with staff and all were comfortable with the Emergency Declaration being rescinded if the Council chooses to do so.

- ✓ Councilor Buzzard motioned and Councilor Nichols seconded to adopt Resolution 548-22 rescinding the Emergency Declaration for COVID-19 originally issued March 2020 including all subsequent orders continuing the same. No discussion. Vote: 4-0-0, motion carried.

### **COUNCIL COMMUNICATIONS**

#### **I. Council Discussion of Current Affairs in Donald**

- a. Annual Goal Setting – the Mayor explained the purpose for the goal setting sessions; there was mention that there might be a need to readdress the focus groups due to Council turnover. The possibility of having a joint goal-setting session with the Planning Commission was discussed and it is the desire of the Council to have a joint session.

#### **II. Focus Group Reports**

#### **III. Mayor's Report**

The Mayor discussed a recent ride-along with the Aurora Fire District and a recent incident when the fire personnel were filling up a water tender at Wilco.

#### **IV. Donald Beautification Group Meeting Update**

Discussion of a new volunteer who is a future Donald resident that desires to make an effort to get involved in the community.

#### **REVIEW ITEMS**

- I. Building Logs: February 2022:** Unavailable for the month
- II. Business License Renewals: February 2022 to April 2022**
- III. Gas Logs: 2022**
- IV. Water Testing Report: February 2022**
- V. Employee Safety Meeting Minutes: February 2022**

#### **PUBLIC WORKS REPORT**

Public Works Director Limones referred to his monthly report that was included in the Councilors' packets for review. Director Limones highlighted the water usage/distribution section of the report. Also discussed future installment of a water flow meter.

#### **CITY MANAGER REPORT**

City Manager Underwood referred to his monthly report that was included in the Councilors' packets for review. Discussed were submission of the ballot title for the Police Services local option levy, upcoming pre-application conference for a proposed industrial use, Infrastructure Investment Jobs Act and Statement of Economic Interest filing was also discussed.

*The City Council recessed the Regular Meeting and moved Into Executive Session at 8:15pm.*

*The City Council returned to the Regular Meeting at 8:42pm.*

#### **ADJOURN**


- ✓ Councilor Buzzard motioned and Councilor Waller seconded to adjourn the Regular City Council meeting at 8:44pm. No discussion. Vote: 4-0-0; motion carried.

Date: April 12, 2022

Signed:   
Rick Olmsted, Mayor

#### **ATTEST:**

Date: April 12, 2022

Signed:   
Eric Underwood, City Manager

*Respectfully submitted by Eric Underwood, City Manager*